

Section C - Description/Specifications/Statement of Work

Statement of Work (SOW) for

NAVLOG TD C/312 Logistics Data Management Support

1.0 INTRODUCTION

1.0.1 The Naval Surface Warfare Center Philadelphia Division (NSWCPD) is a Department of Defense entity responsible for research and development, test and evaluation, engineering and fleet support organization for the Navy's ships, submarines, military watercraft and unmanned vehicles. This requirement is for NSWCPD Code 312, which is responsible for Logistics Data Management.

1.0.2 This contract is for non-personal services. It does not create employment rights with the U.S. Government whether actual, inherent, or implied.

1.0.3 Government/Contractor Relationship

1.0.3.1 The services to be delivered under this Contract are non-personal services and the parties recognize and agree that no employer-employee relationship exists or will exist under the Contract between the Government and the Contractor's personnel. Therefore, it is in the best interest of the Government to provide both parties a full understanding of their respective obligations.

1.0.3.2 The Contractor employees shall identify themselves as Contractor personnel by introducing themselves or being introduced as Contractor personnel and displaying distinguishable badges or other visible identification for meetings with Government personnel. In addition, Contractor personnel shall appropriately identify themselves as Contractor employees in telephone conversations and in formal and informal written correspondence.

1.0.3.3 Contractor personnel under this Contract shall not engage in any of the inherently Governmental functions listed at FAR Subpart 7.5 or DFARS Subpart 207.5.

1.0.4 Employee Relationship:

1.0.4.1 The services to be performed under this Contract do not require the Contractor or its personnel to exercise personal judgment and discretion on behalf of the Government. Rather the Contractor's personnel will act and exercise personal judgment and discretion on behalf of the Contractor.

1.0.4.2 Rules, regulations, directives, and requirements that are issued by the U. S. Navy and NSWCPD under its responsibility for good order, administration, and security are applicable to all personnel who enter a Government installation or who travel on Government transportation. This is not to be construed or interpreted to establish any degree of Government control that is inconsistent with a non-personal services contract.

1.0.4.3 Inapplicability of Employee Benefits: This Contract does not create an employer-employee relationship. Accordingly, entitlements and benefits applicable to such relationships do not apply.

1.0.4.4 It is the Contractor's, as well as the Government's, responsibility to monitor Contract activities and notify the Contracting Officer if the Contractor believes that the intent of this Section has been or may be violated.

1.0.4.4.1 The Contractor shall notify the Contracting Officer in writing via letter or email within three (3) calendar days from the date of any incident that the Contractor considers to constitute a violation of this Section. The notice should include the date, nature, and circumstances of the conduct; the name, function, and activity of each Government employee or Contractor official or employee involved or knowledgeable about such conduct; identify any documents or substance of any oral communication involved in the

conduct; and the Contractor's estimated date when, absent a response, cost, schedule or performance will be impacted.

1.0.4.4.2 The Contracting Officer will, within five (5) calendar days after receipt of notice, respond to the notice in writing. In responding, the Contracting Officer will either:

- (i) Confirm the conduct is in violation and when necessary direct the mode of further performance,
- (ii) Countermand any communication regarded as a violation,
- (iii) Deny that the conduct constitutes a violation and when necessary direct the mode of further performance, or
- (iv) In the event the notice is inadequate to make a decision, advise the Contractor what additional information is required, and establish the date by which it should be furnished by the Contractor.

1.1 BACKGROUND

The Naval Surface Warfare Center Philadelphia Division (NSWCPD), division code 312 is responsible for Logistics Data Management, which includes the Naval Logistics Technical Data Repository (NAVLOGTD). NAVLOGTD is the authoritative data repository for NAVSEA Technical Data, including Technical Manuals (TM), Navy Planned Maintenance System (PMS), Engineering Operational Sequencing System (EOSS), Combat System Operational Sequencing System (CSOSS), as well as the Habitability Database catalog and the MK-MOD system. These products and services are provided for Naval Sea Systems Command (NAVSEA), Warfare Centers, Regional Maintenance Centers, Shipbuilders, other maintenance and logistics activities, and for direct Fleet support.

To execute its responsibilities, Division 312 requires engineering and technical services in support of logistics, project management and program support to assist in the areas delineated in this Statement of Work (SOW). This support shall be provided for Division 312 Logistics Data Management.

1.2 SCOPE OF WORK

This SOW describes services required by this task order. Work performed under the resultant task order will include Logistics Data Management only. This support requires the contractor to provide: Program Management, Application System Administration, Database Administration, Active Directory Administration, Software and Application Development, Cybersecurity and Risk Management Framework (RMF) support, and Technical Data Subject Matter Expert (SME) support for TM, EOSS, Model Based Product Support (MBPS), CSOSS, and PMS databases within NAVLOGTD. The contractor shall furnish services in support of the following areas:

- NAVLOGTD Program Support
- MBPS Program Support
- Standard NAVSEA Integrated Publishing Process (SNIPP) Support
- NAVLOGTD Content Management
- NAVLOGTD Editing
- NAVLOGTD Publishing
- NAVLOGTD Data Distribution
- Provisioning Contract Control Number (PCCN) Tracking
- Analysis of Logistics and Readiness data
- Training Support Services/Curriculum Development Support

2.0 APPLICABLE DOCUMENTS

DoD Documents

- 2.1 DoD 5220.22-M (National Industrial Security Program Operating Manual (NISPOM)) of 28 Feb 2006
- 2.2 DoD 8140.01 (Cyberspace Workforce Management requirement) of 31 Jul 2017
- 2.3 DoD Instruction 8510.01, Executive Services Directorate of 28 Jul 2017
- 2.4 DoD 8570.01-M (Information Assurance Workforce Improvement Program) of 10 Nov 2015

Miscellaneous Documents

- 2.9 NIST SP-800-37 Risk Management Framework for Information Systems and Organizations of Dec 2018
- 2.10 NIST SP-800-53 Security and Privacy Controls for Federal Information Systems and Organizations of 22 Jan 2015
- 2.11 General Services Administration (GSA) Federal Standardization Manual of 2000
- 2.12 NSWCPHILADELPHIADIV SOP 5400.00E.1 Systems Engineering Process (SEP) Manual of 18 Jul 2018

The Contractor shall reference and utilize the latest version available when performing tasks within this SOW.

3.0. REQUIREMENTS

3.1 Provide troubleshooting, support, maintenance, and enhancement for the NAVLOGTD data repository, MBPS environment, and associated Navy Publishing Application (NPA) processes. Provide support for system upgrades/design for the next generation of NAVLOGTD and NPA system to meet the DoD goal of reducing the overall number of servers and supporting equipment. Provide hardware installation and software integration support, and maintain and support existing hardware and software for the NAVLOGTD and NPA within the Hosting Data Center and/or MBPS environments and/or Cloud environment.

Maintain and support program management for Specifications and Standards, including the equipment Commonality program. Provide help desk and support for the NSWCPD Remedy system.

Provide expert technical support for the maintenance and enhancement of the NPA for authoring and publishing capabilities related to Navy technical manuals (TMs), Planned Maintenance System (PMS), Engineering Operational Sequencing System (EOSS), and Combat System Operational Sequencing System (CSOSS) documentation. Streamline, enhance, update and maintain the NPA publishing modules in support of the NAVSEAC2 DTD, MIL-DTL- 24784C, MIL-DTL-24784C, S1000D, and other TM content models. Support the incorporation of new programs, publishing modules and customers into NAVLOGTD/NPA.

Provide Information Assurance (IA) expertise to assist NSWCPD in the achievement and maintenance of NAVLOGTD/NPA cybersecurity certification. The contractor shall provide in depth expertise of the software and software configuration and shall support the management of vulnerability testing results, implementation of IA controls and mitigation required by the certification processes in accordance with reference DoD Instruction 8510.01, DoD Risk Management Framework (RMF) for DoD Information Technology (IT).

The Contractor shall provide programmatic and technical services to NSWCPD to support the current operation, and planned integration of NAVLOGTD into MBPS and technical support to the NAVSEA 03R MBPS implementation team. The contractor will provide technical support services in the migration of NAVLOGTD data, processes, and users to MBPS, including coordination with the MBPS team and the development of a Technical Requirements document to define all required aspects of the migration.

Additionally, the contractor will provide support services for the management and integration of NAVLOGTD data within the MBPS environment.

The Contractor shall provide programmatic and technical services to NSWCPD to support additional systems within NAVLOGTD and MBPS. These systems shall include, but are not limited to, Habitability Database catalog and MK-MOD. These support services shall require support for the integration and maintenance of additional data or databases into the NAVLOGTD or MBPS environments as new requirements are identified to the Navy.

The Contractor shall provide support as a Subject Matter Expert (SME) for NAVLOGTD applications and provide functional helpdesk support in this role. Support includes user issues, upgrades, and implementation of new functionality. Support will include assistance to NAVLOGTD users with any TMs, PMS, EOSS, CSOSS, NDART-Lite, Habitability Catalogue, MK-MOD, or other data that is managed within NAVLOGTD.

The Contractor shall provide support for modifications and/or migration of PCCN Tracking Support includes user issues, upgrades and implementation of new functionality.

Provide Information Assurance (IA) expertise to assist NSWCPD in the achievement and maintenance of Training Instructor Workstation Stations (TIWS) Training Classrooms cybersecurity certification. The contractor shall support the management of vulnerability testing results, implementation of IA controls and mitigation required by the certification processes in accordance with reference DoD Instruction 8510.01, DoD Risk Management Framework (RMF) for DoD Information Technology (IT).

The Contractor shall support the analysis of Logistics and Readiness data by developing and maintaining databases and software tools.

The Contractor shall participate in NAVLOGTD meetings, CCBs, and provide programmatic support. Data elements impacted will include TM, PMS, and OSS data.

Based on user input and new requirements, the Navy needs to continuously maintain, update, and enhance NAVLOGTD and NPA support of SNIPP, and associated hardware and software infrastructure. These enhancements are required to provide additional capabilities to the user community and include the procurement, delivery, maintenance and updating of the associated supporting hardware and software infrastructure, incidental to the services provided in the Technical Instruction.

4.0 DATA REQUIREMENTS

4.1 Contract Status Report (CDRL A001)

- 4.1.1 This report shall reflect both prime and Subcontractor data if applicable at the same level of detail.
- 4.1.2 The CDRL shall be delivered electronically, unless otherwise stated, and while Contractor's format is acceptable the approval must be received in writing from the Contracting Officer Representative (COR) within 5 business days of submission.

4.2 Travel/ Trip Report (CDRL A002)

- 4.2.1 This report shall reflect both prime and subcontractor data if applicable at the same level of detail.
- 4.2.2 The CDRL shall be delivered electronically, unless otherwise stated, and while Contractor's format is acceptable, Contractor approval is required from the COR.

4.3 Contractor's Personnel Roster (CDRL A003)

- 4.3.1 The CDRL shall be delivered electronically, unless otherwise stated, and while Contractor's format is acceptable, Contractor approval is required from the COR. This report shall reflect both prime and subcontractor data if applicable at the detail.

4.4 Government Furnished Property Inventory Monthly Report (CDRL A004)

- 4.4.1 This report shall reflect both prime and subcontractor data if applicable at the same level of detail.
- 4.4.2 The CDRL shall be delivered electronically, unless otherwise stated, and while Contractor's format is acceptable, Contractor approval is required from the COR.

4.5 Government Furnished Property Inventory Final Report (CDRL A005)

- 4.5.1 This report shall reflect both prime and subcontractor data if applicable at the same level of detail.
- 4.5.2 The CDRL shall be delivered electronically, unless otherwise stated, and while Contractor's format is acceptable, Contractor approval is required from the COR.

4.6 Small Business Utilization Report (CDRL A006)

- 4.6.1 This report shall reflect both prime and subcontractor data if applicable at the same level of detail.
- 4.6.2 The CDRL shall be delivered electronically, unless otherwise stated, and while Contractor's format is acceptable, Contractor approval is required from the COR.

4.7 Systems Security Plan (CDRL A007)

- 4.7.1 This report shall reflect both prime and subcontractor data if applicable at the same level of detail.
- 4.7.2 The CDRL shall be delivered electronically, unless otherwise stated, and while Contractor's format is acceptable, Contractor approval is required from the COR.

4.8 Technical Reports (CDRL A008)

- 4.8.1 This report shall reflect both prime and subcontractor data if applicable at the same level of detail.
- 4.8.2 The CDRL shall be delivered electronically, unless otherwise stated, and while Contractor's format is acceptable, Contractor approval is required from the COR.

4.9 Contractor Spend and Expenditure Plan (CDRL A009)

- 4.9.1 This report shall reflect both prime and subcontractor data if applicable at the same level of detail.
- 4.9.2 The CDRL shall be delivered electronically, unless otherwise stated, and while Contractor's format is acceptable, Contractor approval is required from the COR.

4.10 Contractor's Risk Management Plan (CDRL A010)

- 4.10.1 This report shall reflect both prime and subcontractor data if applicable at the same level of detail.
- 4.10.2 The CDRL shall be delivered electronically, unless otherwise stated, and while Contractor's format is acceptable, Contractor approval is required from the COR.

4.11 Software Development Plan (CDRL A011)

- 4.11.1 This report shall reflect both prime and subcontractor data if applicable at the same level of detail.
- 4.11.2 The CDRL shall be delivered electronically, unless otherwise stated, and while Contractor's format is acceptable, Contractor approval is required from the COR.

5.0 SECURITY REQUIREMENTS

5.1 SECURITY TRAINING. The Contractor is responsible for completing all required Government mandated training to maintain

security and network access to government sites and IT systems to include but not limited to: Antiterrorism Level 1 Awareness; Records Management in the DON: Everyone's Responsibility; Training and Readiness: The Active Shooter; NAVSEA Introduction to Controlled Unclassified Information; Operations Security (OPSEC); NAVSEA Counterintelligence Training; Privacy and Personally Identifiable Information (PII) Awareness Training; NAVSEA Physical Security training and Cybersecurity 101 Training. Certificates of successful completion shall be sent to the COR and as otherwise specified in the contract.

5.1.1 In accordance with the National Industrial Security Program Operating Manual (NISPOM) (DoDM 5220.22), Contractor personnel that require access to Department of Navy (DON) information systems and/or work on-site require an open investigation or favorable adjudicated Tier 3 by the Vetting Risk Operations Center (VROC). An interim clearance is granted by VROC and recorded in the Defense Information System for Security (DISS). An open or closed investigation with a favorable adjudication is required prior to issuance of a badge providing access to NSWCPD buildings. Furthermore, if the Navy Central Adjudication Facility, have made an unfavorable determination access will be denied. For Common Access Card (CAC) you must have an open investigation and/or a favorably adjudicated investigation. Interim security clearance are acceptable for a CAC. Access will be denied for anyone that has eligibility pending in DISS. Vetting through the National Crime Information Center, Sex Offender Registry, and the Terrorist screening database shall be process for a contractor that does not have a favorable adjudicated investigation.

5.1.2 Within 30 days after contract award, the contractor shall submit a list of all contractor personnel, including subcontractor employees, who will have access to DON information systems and/or work on-site at one of the NSWCPD sites to the appointed COR via email. The contractor shall provide each employee's first name, last name, contract number, the NSWCPD technical code, work location, whether or not the employee has a CAC and or Standard Access Control Badge (SACB), the systems the employee can access (i.e., NMCI, RDT&E), and the name of the Contractor's local point of contact, phone number and email address. Throughout the period of performance of the contract, the Contractor shall immediately provide any updated information to the COR when any Contractor personnel changes occur including substitutions or departures.

5.2 ON SITE WORK. Contractor personnel that require a badge to work on-site at one of the NSWCPD sites must provide an I-9 form to verify proof of citizenship. The I-9 form should be signed by the company Facility Security Officer or the company Human Resource Department. In addition to the I-9 form, Contractors shall also bring their birth certificate, current United States Passport or naturalization certificate and state issued ID to the NSWCPD Security Officer at the time of badge request to verify citizenship. Any contractor that has unfavorable information that has not been favorably adjudicated, by Department of Defense Central Adjudication Facility (DOD CAF) will not be issued a badge. Finally, contractors shall supply a copy of their OPSEC Training Certificate or other proof that the training has been completed.

5.2.1 In accordance with NSWCPD security protocol, contractor employees who hold dual citizenship will not be granted security clearance to our facilities.

5.3 DD254 REQUIREMENT. This effort may require access to classified information up to the SECRET level. No classified data will be generated or stored by the Contractor. The Contractor is required to have and maintain a SECRET clearance. The requirements of the attached DD Form 254 apply.

5.3.1 The contractor is required to maintain a Facility Security Clearance (FCL) in accordance with the DD254 to perform certain work under the contract. Although it is not required at time of award, it shall be obtained within 180 days after award. Otherwise the government will have no obligation to continue ordering work under the contract and may not exercise any of the available options.

5.3.2 The Contractor shall appoint a Facility Security Officer (FSO), who shall (1) be responsible for all security aspects of the work performed under this contract, (2) assure compliance with the National Industrial Security Program Operating Manual (NISPOM) (DoDM 5220.22), and (3) assure compliance with any written instructions from the NSWCPD, Security Office.

5.3.3 The contractor shall forward signed copies of DD254s provided to subcontractors to the Naval Surface Warfare Center Philadelphia Division (NSWCPD), ATTN: Security.

5.3.4 The contractor shall direct the subcontractor to obtain approval, through the prime Contractor, for the public release of information received or generated by the sub through the prime Contractor.

5.3.5 The contractor shall submit the subcontractor request for public release through the technical point of contact identified on the DD 254.

5.3.6 The contractor shall adhere to the following statements and requirements per the DD Form 254:

Additional information related to the facility clearance process can be obtained by visiting www.dss.mil or http://www.dss.mil/isec/pcl_index.htm.

5.4 OPERATIONS SECURITY (OPSEC)

5.4.1 The Contractor shall protect critical information associated with this contract to prevent unauthorized disclosure. The NSWC Philadelphia Division's (NSWCPD) Critical Information List (CIL)/ CIIL (Critical Indicators and information list) will be provided on site, if warranted. Performance under this contract requires the contractor to adhere to OPSEC requirements. The Contractor may not impose OPSEC requirements on its subcontractors unless NSWCPD approves the OPSEC requirements. During the period of this contract, the Contractor may be exposed to, use, or produce, NSWCPD Critical Information (CI) and/or observables and indicators which may lead to discovery of CI. NSWCPD's CI will not be distributed to unauthorized third parties, including foreign governments, or companies under Foreign Ownership, Control, or Influence (FOCI) unless such FOCI has been appropriately mitigated through measures approved by the Defense Counterintelligence and Security Agency. Questions concerning these requirements shall be directed to the Procuring Contracting Officer (PCO).

5.4.2 CUI correspondence transmitted internally on the contractor's unclassified networks or information systems, and externally, shall be protected per NIST SP-800-171, Protecting Controlled Unclassified Information (CUI) in Non-federal Systems and Organizations.

Assembled large components/systems being transported to and from testing areas, other production or government facilities (whether or not on public roadways) shall be in an enclosed van trailer or covered flatbed trailer. Component/System outside storage, staging, and test areas shall be shielded/obscured from public view wherever physically possible.

5.4.3 NSWCPD's CI shall not be publicized in corporate wide newsletters, trade magazines, displays, intranet pages or public facing websites. Media requests related to this project shall be directed to the PCO, and the COR who will forward the required to the NSWCPD Public Release Authority for review.

5.4.4 Any attempt by unauthorized third parties to solicit, obtain, photograph, or record, or; incidents of loss/compromise of government Classified or CI, Business Sensitive, Company Proprietary information related to this or other program must be immediately reported to the contractor's Facility Security Officer and Cognizant Security Office and/or the Naval Criminal Investigative Service, and the NSWC PD Security Division (Code 105).

5.5 RECEIPT, STORAGE, AND GENERATION OF CONTROLLED UNCLASSIFIED INFORMATION (CUI) All Controlled Unclassified Information (CUI) associated with this contract must follow the minimum marking requirements of DoDI 5200.48, Section 3, paragraph 3.4.a, and include the acronym "CUI" in the banner and footer of the document. In accordance with DoDI 5200.48, CUI must be safeguarded to prevent Unauthorized Disclosure (UD). CUI export controlled technical information or other scientific, technical, and engineering information must be marked with an export control warning as directed in DoDI 5230.24, DoDD 5230.25, and Part 250 of Title 32, CFR. Nonfederal information systems storing and processing CUI shall be protected per NIST SP-800-171, or subsequent revisions. All transmissions to personal email accounts (AOL, Yahoo, Hotmail, Comcast, etc.) and posting on social media websites (Facebook, Instagram, Twitter, LinkedIn, etc.) are prohibited. Destroy CUI associated with this

contract by any of the following approved methods: A cross-cut shredder; a certified commercial destruction vendor; a central destruction facility; incineration; chemical decomposition; pulverizing, disintegration; or methods approved for classified destruction.

5.6 PLANNING, PROGRAMMING, BUDGETING AND EXECUTION (PPBE) DATA.

When contractor employees, in the performance of their duties, are exposed to Planning, Programming, Budgeting and Execution (PPBE) data, a Non-Disclosure Agreement (NDA) with all affected contractor personnel must be executed in coordination with the COR and PCO to ensure safeguarding disclosure of this data.

6.0 PLACE OF PERFORMANCE

6.1 The contractor's primary place of performance shall be at the contractor's facilities. It is estimated that 83% of the work will occur at the contractor facility and 17% of the work will occur on-site at the government facilities in Philadelphia, PA.

6.1.1 Performance will occur at the following government site:

Naval Surface Warfare Center, Philadelphia Division; 5001 South Broad Street, Philadelphia, PA 19112

6.1.2 Government will provide cubicles, phones, computers and phone/network connections, space for Contractor personnel working on site under this Contract. Note: NMCI laptops and RDT&E laptops are considered GFP.

6.1.3 The specific location(s) will be provided at time of award of the Contract. The Contractor shall provide a list of employees who require access to these areas, including standard security clearance information for each person, to the COR no later than three business days after the date of award. The work space provided to the Contractor personnel shall be identified by the Awardee, with appropriate signage listing the company name and individual Contractor employee name.

6.1.4 Access to Government buildings at Naval Surface Warfare Center Philadelphia Division is from **0600 to 1800** Monday through Friday, except Federal holidays. Normal work hours are from **0600 to 1800**, Monday through Friday. Contractor employees shall be under Government oversight at all times. Government oversight requires that a Government employee be present in the same building/facility whenever Contractor employee(s) are performing work under this Contract. Contractor personnel are not allowed to access any Government buildings at NSWCPD outside the hours of **0600 to 1800** without the express approval of the PCO.

6.1.5 Early Dismissal and Closure of Government Facilities

6.1.5.1 When a Government facility is closed and/or early dismissal of Federal employees is directed due to severe weather, security threat, or a facility related problem that prevents personnel from working, onsite Contractor personnel regularly assigned to work at that facility should follow the same reporting and/or departure directions given to Government personnel. The Contractor shall not direct charge to the contract for time off, but shall follow its own company policies regarding leave. Non-essential Contractor personnel, who are not required to remain at or report to the facility, shall follow their parent company policy regarding whether they should go/stay home or report to another company facility. Subsequent to an early dismissal and during periods of inclement weather, onsite Contractors should monitor radio and television announcements before departing for work to determine if the facility is closed or operating on a delayed arrival basis.

6.1.6.2 When Federal employees are excused from work due to a holiday or a special event (that is unrelated to severe weather, a security threat, or a facility related problem), on site Contractors will continue working established work hours or take leave in accordance with parent company policy. Those Contractors who take leave shall not direct charge the non-working hours to the Contract. Contractors are responsible for predetermining and disclosing their charging practices for early dismissal, delayed openings, and closings in accordance with the FAR, applicable cost accounting standards, and company policy. Contractors shall follow their disclosed charging practices during the Contract period of performance, and shall not follow any verbal directions to the

contrary. The PCO will make the determination of cost allowability for time lost due to facility closure in accordance with FAR, applicable Cost Accounting Standards, and the Contractor's established accounting policy.

6.1.6 The contractor shall ensure that each contractor employee who will be resident at NSWCPD completes the Environmental Management System (EMS) Awareness training within 30 days of commencing performance at NSWCPD. This document is available at: <https://navsea.navy.deps.mil/wc/pnbc-code10/Safety/default.aspx>

6.1.7 The contractor shall certify by e-mail to (b)(6) (b)(6) that on-site employees have read the "Philadelphia Division Environmental Policy and Commitment" and taken the EMS Awareness training within 30 days of commencing performance at NSWCPD. The e-mail shall include the employee name, work site, and contract number. For complete requirement refer to NAVSEA clause C-223-W002, ON-SITE SAFETY REQUIREMENTS (NAVSEA) (OCT 2018).

7.0 TRAVEL

7.1 The Contractor may be required to travel from the primary performance location when supporting this requirement. The estimated number of trips is 5 per year.

The contractor shall be required to travel CONUS (any state in USA) to accomplish the tasks contained in this contract. OCONUS travel is not require. Travel in support of this requirement is anticipated to include, but may not be limited to, the following alternate performance locations per year:

CONUS/OCONUS	ORIGIN:	DESTINATION:	Number of Days Per Trip	Number of Trips	Number of People
CONUS	CTR Site	Washington, D.C.	2	2	2
CONUS	CTR Site	Norfolk, VA	3	1	2
CONUS	CTR Site	Philadelphia, PA	3	2	2

Added with Modification P00003: Additional travel destinations include Pascagoula, MS; Bath, ME, Mayport, FL and San Diego, CA.

7.2 The number of times the Contractor may be required to travel to each location cited above may vary as program requirements dictate, provided that the total estimated travel cost is not exceeded. The numbers of trips and types of personnel traveling shall be limited to the minimum required to accomplish work requirements. All travel shall be approved before travel occurs. Approval may be via email by the PCO or the fully executed Technical Instruction (TI) signed by the Contracting Officer.

7.2.1 In accordance with the TI instructions, before initiating any travel the Contractor(s) shall submit a detailed and fully-burdened estimate that includes the number of employees traveling, their expected travel costs for airfare, lodging, per diem, rental car, taxi/mileage and any other costs or actions requiring approval. The travel estimate shall be submitted to the Contracting Officer's Representative (COR) and Contract Specialist. Actuals cost, resulting from the performance of travel requirements, shall be reported as part of the Contractor's monthly status report. The reportable cost shall also be traceable to the Contractor's invoice

7.3 All travel shall be conducted in accordance with FAR 31.205-46, Travel Costs, and B-231-H001 Travel Cost (NAVSEA) and shall be pre-approved by the COR (CDRL A002).

7.4 Travel Costs

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7.4.1 The current “maximum per diem” rates are set forth in the (i) Federal Travel Regulations for travel in the Continental United States; (ii) Joint Travel Regulations for Overseas Non-Foreign areas (e.g., Alaska, Hawaii, Guam, Puerto Rico, etc.); and (ii) Department of State (DOS) prescribed rates for foreign overseas locations.

8.0 GOVERNMENT FURNISHED PROPERTY (GFP)

GFP under this contract will include NMCI laptops for personnel requiring NAVLOGTD access. If applicable, a list of additional GFP will be provided along with modifications incorporating future TIs.

8.1 Issuance of the DD 1149 “Requisition and Invoice/Shipping Document”

The contractor must obtain a DD-1149s before removing any Government Furnished Property, including Plant, Property, and Equipment (PP&E) from NSWCPD premises for general use. For situations where the contractor picks up/replaces NSWCPD property for maintenance purposes, the contractor shall provide an equipment receipt, showing Manufacturer, Model/Part Number, Serial Number and Asset Number/Barcode, on their company letterhead to the COR.

9.0 GOVERNMENT FURNISHED INFORMATION

9.1 GFI is for informational purposes and that use by the Contractor is optional.

9.2 NSWCPHILADELPHILADIV SOP 5400.00E.1 Systems Engineering Process (SEP) Manual of 18 Jul 2018

10.0 PURCHASES

10.1 Only items directly used and incidental to the services for this task order and for work within the scope of the Statement of Work, shall be purchased under the Other Direct Cost (ODC) line items. Purchases of an individual item that is valued above \$10,000 shall be approved by the Contracting Officer prior to purchase by the Contractor. The purchase request and supporting documentation shall be submitted via email to the Contracting Officer and the Contracting Officer's Representative (COR) it shall be itemized and contain the cost or price analysis performed by the Contractor to determine the reasonableness of the pricing.

10.2 Information Technology (IT) equipment, or services must be approved by the proper approval authority. All IT requirements, regardless of dollar amount, submitted under this task order shall be submitted to the PCO for review and approval prior to purchase. The definition of information technology is identical to that of the Clinger-Cohen Act, that is, any equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. Information technology includes computers, ancillary equipment, software, firmware and similar procedures, services (including support services), and related resources.

12.0 PERSONNEL

12.1 Personnel Requirements. All persons proposed in key and non-key labor categories shall, at the time of proposal submission be U.S. citizens.

12.2 Clause 52.222-2 "Payment for Overtime Premiums" will provide for the total approved dollar amount of overtime premium or will state "zero" if not approved. If overtime premium has not been approved under this task order in accordance with Clause 52.222-2, overtime effort to be performed shall be requested from the Contracting Officer prior to performance of premium overtime. For overtime premium costs to be allowable costs; the Contracting Officer is required to approve the performance of overtime prior to the actual performance of overtime. The dollar amount in FAR 52.222-2 shall equal overtime premium negotiated between the Government and the prime contractor. This overtime premium amount shall equal the prime contractor's unburdened premium OT labor costs plus the subcontractors' fully-burdened premium OT labor costs.

12.3 The level of effort for the performance of the resultant task order is based on the following labor categories and hours per year for the base year plus four (4) option years:

Title	eCRAFT Code	Key	GOVT-Site /KR-Site	Hours per year (Same for base period and all option years)	OT Hours per year (Same for base period and all option years)	Resumes Req
Program/Project Manager III	MANP3	1	KR	200	0	1
Program/Project Manager I	MANP1	0	KR	2600	0	0
Content Management System Administrator, Engineer Computer III, (CSWF Position)	EC3	1	KR	1920	50	1
Oracle Database Administrator, Engineer Computer III (CSWF Position)	EC3	1	KR	1920	50	1
Senior Programmer -SGML/XML Expert, Engineer Computer III (CSWF Position)	EC3	1	KR	1920	50	1
Senior Programmer –Contenta API/PTC Arbortext Expert, Engineer Computer III (CSWF Position)	EC3	1	KR	1920	50	1
Engineer	EC2	0	KR	3840	200	0

Computer II (CSWF Position)						
Engineer	ESY3		GOVT		200	
Systems III (CSWF Position)		1		1920		1
Technical	30463		GOVT		80	
Writer III		1		1920		1
Engineer III	E3	0	KR	1248	0	0
Engineer I	E1	0	KR	1920	0	0
Technical Writer II	30462	0	KR	1920	0	0
Analyst	ANM1		KR		0	
Management I		0		200		0
Analyst	ANP1		KR		0	
Operations I		0		200		0
				23,648	680	7

12.4 Key Personnel

12.4.1 The Contractor shall allow as many personnel as practicable to remain on the job to help the successor maintain the continuity and consistency of the services required by this task order in accordance with Clause 52.237-3 Continuity of Services (Jan 1991) in the basic SeaPort contract. The Contractor also shall disclose necessary personnel records and allow the successor to conduct on-site interviews with these employees. If selected employees are agreeable to the change, the Contractor shall release them at a mutually agreeable date and negotiate transfer of their earned fringe benefits to the successor.

12.4.2 In accordance with C-237-H002 Substitution of Key Personnel, the following labor categories are designated as the target Key Personnel for this contract. Resumes will be submitted for each category in the quantities indicated by the key category description. Target qualifications are listed below for each education and work experience qualifications for each key personnel labor category. The proposed combined expertise of all proposed key personnel shall cover at a minimum all requirements for task areas in paragraph 3.1 in the performance work statement.

12.4.3 The Contractor shall provide individuals to fill the key positions identified below.

12.4.4 The Contractor shall indicate within the personnel section of its proposal, and/or indicate within individual submitted resume(s), any personnel security clearance requirements as stipulated in section 12.1 above.

-

Program/Project Manager III, eCRAFT MANP3 (one resume required):

Minimum Education: Bachelor's degree in Engineering or Business from an accredited college or university.

Target Experience: Ten (10) years of experience as a Program Manager, to include contract and sub-contract management, budgeting, scheduling, planning, estimating, and progress.

Content Management System Administrator, Computer Engineer III, eCRAFT EC3 (One resume required):

Minimum Education: Bachelor's degree in any field from an accredited college or university.

Minimum Certification: Offeror must demonstrate IAT-II certifications at time of proposal. See table in Section 12.6.1 for requirements.

Target Experience: Seven (7) years of experience administering SDL Contenta authoring environments and XPP publisher

associated Sun Solaris/Linux systems, maintaining UNIX shell scripts, supporting SDL's Contenta authoring environments, XPP publisher, and XPP style creation and maintenance for Navy Logistics and S1000D publishers.

Oracle Database Administrator, Computer Engineer III, eCRAFT EC3 (One resume required):

Minimum Education: Bachelor's Degree in any field from an accredited college or university.

Minimum Certification: Offeror must demonstrate IAT-II Certification at time of proposal. See Table in section 12.6.1 for requirements.

Target Experience: Five (5) years of experience in Oracle Database Administration. Oracle Database Certification and experience with Oracle Enterprise Manager.

Senior Programmer - SGML/XML Expert, Computer Engineer III, eCRAFT EC3 (One resume required):

Minimum Education: Bachelor's Degree in any field from an accredited college or university.

Minimum Certification: Offeror must demonstrate IAT-II certification at time of proposal. See table in section 12.6.1 for requirements.

Target Experience: Ten (10) years of experience in software development. Specifically, at least five (5) years of development experience with RWS XML Professional Publisher(XPP) publishing environment (developing and modifying XPP stylesheets) and RWS' Contenta/ContentaWeb authoring environment. Also including at least five (5) years of development experience with software development for Navy ILS data types, At least one (1) year of experience with development in Perl, Omnimark and XSLT scripts.

Senior Programmer – Contenta API/PTC Arbortext Expert, Computer Engineer III, eCRAFT EC3 (One resume required):

Minimum Education: Bachelor's Degree in any field from an accredited college or university.

Minimum Certification: Offeror must demonstrate IAT-II certification at time of proposal. See table in section 12.6.1 for requirements.

Target Experience: Ten (10) years of experience in software development. Including, at least five (5) years of development experience with each of the following concurrently XML Professional Publisher (XPP) stylesheets, RWS' Contenta API, PTC Arbortext ACL, Javascript, CSS, HTML, and SQL. At least five (5) years of development experience with software development for Navy ILS data types. At least one (1) year experience with development in Perl, Omnimark and XSLT scripts.

Systems Engineer III, eCRAFT ESY3 (one resume required):

Minimum Education: Associates Degree in any field from an accredited college or university.

Minimum Certification: Offeror must demonstrate IAT-II certification at time of proposal. See table in section 12.6.1 for requirements.

Target Experience: Seven (7) years of experience in systems engineering, managing the development cycle associated with producing a resilient software, hardware or web application. Including at least five (5) years of experience with Microsoft Windows system administration.

Technical Writer III, eCRAFT 30463 (one resume required):

Minimum Education: Bachelor's degree in any field from an accredited college or university.

Target Experience: Seven (7) years of experience as a technical writer, developing, writing and editing material for reports, manuals, briefs, proposals, instructions books, catalogs or related technical and administrative publications.

12.5 Non-Key Personnel

In the performance of this effort, the Contractor shall fully staff the non-key positions listed below with qualified individuals. The Contractor shall provide individuals to fill the non-key positions identified below:

Program/Project Manager I, eCRAFT MANP1:

Minimum Education: Bachelor's degree in Engineering or Business from an accredited college or university.

Minimum Experience: Five (5) years of experience as a Program Manager, to include contract and sub-contract management, budgeting, scheduling, planning, estimating, and progress tracking.

Computer Engineer II, eCRAFT EC2:

Minimum Education: Bachelor's degree in Engineering or Computer Science from an accredited college or university.

Minimum Experience: Three (3) years of experience in one of the following two areas: 1) System administration, management, or design of IT server resources in support of computer networks OR 2) Three (3) years of professional experience in software development.

Engineer III, eCRAFT E3

Minimum Education: Bachelor's degree in Engineering or Computer Science from an accredited college or university.

Minimum Experience: Ten (10) years of experience in the development of Navy logistics data management and Navy logistics products.

Engineer I, eCRAFT E1

Minimum Education: Bachelor's degree in Engineering or Computer Science from an accredited college or university.

Minimum Experience: Knowledge of Navy engineering and logistics processes.

Technical Writer II, eCRAFT 30462

Minimum Education: High School Degree required

Minimum Experience: Three (3) years of experience as a technical writer, developing, writing and editing material for reports, manuals, briefs, proposals, instructions books, catalogs and related technical and administrative publications.

Management Analyst I, eCRAFT ANM1

Minimum Education: Bachelor's degree in a business or technical field

Minimum Experience: Three (3) years of experience in engineering/science management, operations research analysis or financial/cost analysis

Operations Analyst I, eCRAFT ANP1

Minimum Education: Bachelor's degree in a business or technical field

Minimum Experience: Three (3) years of experience in operations analysis

12.6 DON Cyberspace IT (Information Technology) / Cybersecurity & Information Assurance Functions and Personnel Requirements

12.6.1 The table below outlines the requirements for the listed cyber positions:

Labor Category or Task Area	IAT or IAM Level (1,2,3)	IAWF Baseline Requirements	Operating System/Computing Environment(OS/CE) Qualification	Continuing Professional Education (CPE) Requirements	Primary tasks
Computer Engineer III, Subcategories A,B,C, and D	IAT-II	A+ CE CCNA-Security CND Network+ CE SSCP	Directed by Privileged Access Agreement and DFARS 252.239-7001 requirements	Yes (as required by certification)	3.1
Systems Engineer III	IAT-II	A+ CE CCNA-Security CND Network+ CE SSCP	Directed by Privileged Access Agreement and DFARS 252.239-7001 requirements	Yes (as required by certification)	3.1
Computer Engineer II	IAT-I	A+ CE CCNA-Security CND Network+ CE SSCP	Directed by Privileged Access Agreement and DFARS 252.239-7001 requirements	Yes (as required by certification)	3.1

13.0 NSWCPD ELECTRONIC COST REPORTING AND FINANCIAL TRACKING (eCRAFT) SYSTEM

13.1 In addition to the requirements of Clause C-237-W001 “Electronic Cost Reporting and Financial Tracking (eCRAFT) System Reporting (NAVSEA)”, the contractor is required to provide supporting accounting system reports, at the Contracting Officer’s request, based on the review of the invoice documentation submitted to eCRAFT. This documentation will include reports such as the Job Summary Report (or equivalent), Labor Distribution Report (or equivalent), and General Ledger Detail Report (or equivalent). Supporting labor data provided must include unburdened direct labor rates for each employee and labor category. Cost breakdowns for ODCs, Materials, travel and other non-labor costs must be at the transactional level in sufficient detail so the Government can review allocability to the contract/task order. Indirect costs allocated to direct costs must be shown at the lowest level of detail sufficient to reconcile each indirect rate to the appropriate allocation base.

13.2 On invoices containing subcontractor costs, the prime contractor agrees, at the Contracting Officer’s request, to attach as supporting documentation all invoices received from subcontractors, unless the subcontractor submits invoices directly to the CO and COR. This requirement applies to all subcontract types (Cost, FFP, etc.).

14.0 SPECIAL REQUIREMENTS

14.2 Risk Management

14.2.1 The contractor shall develop an internal risk management program and work jointly with the 312 Technical POC to develop an overall risk management program.

14.2.2 Assign responsibility for risk mitigation activities, and monitor progress through a formal tracking system.

14.2.3 Conduct risk identification and analysis during all phases of the program, including proposal development. Develop appropriate risk mitigation strategies and plans.

14.2.4 Use projected consequences of high probability risks to help establish the level of management reserve and schedule reserve.

14.2.5 Assess impact of identified performance, schedule and costs risks to estimate at completion, and include in the estimate as appropriate. Develop a range of estimates (best case, most likely, worst case).

14.2.6 The Contractor shall capture risks and associated mitigation plans in a risk database and provide status updates to the Government for all documented risks upon request.

14.4 Software Development Plan (SDP)

In accordance with NAVSEA C-227-H007, Software Development Requirements, the Statement of Work shall describe the Navy's minimum requirements regarding the software development life cycle model proposed for use. The SDP should be modeled after the ISO/IEC/IEEE 12207 standard. The Navy should not specify a specific format but rather allow offerors to select their preferred format for this document. The content of the SDP, however, needs to meet certain criteria as listed above.

Appendix A – Cybersecurity Workforce (CSWF) Label Guidance for the Document Preparer

CSWF Labels are provided below in accordance with SECNAV M-5239.2–

- Identifying the CSWF label will help transitioning to the CSWF requirements when the Navy directs the change
- The proper proficiency level should be chosen for each CSWF label
 - IAWF xxx-I = Entry CSWF
 - IAWF xxx-II = Intermediate CSWF
 - IAWF xxx-III = Advanced CSWF
 - Ex: IAM II = Intermediate
- The CSWF designation should be chosen based on the position responsibilities/description. Navy COOL is a quick resource for identifying this: <https://www.cool.navy.mil/usn/cswf/index.htm>
- It is highly recommended that you cross-check requirements for CSWF designation and proficiency with requirements for the IAWF designation. This will help with transitioning between the programs.
 - Ex: An Entry 41 - Customer Service and Technical Support can meet their requirements via A+, Network+ or SSCP. These align directly to someone with an IAWF designation of IAT-I (A+, CCNA-Security, Network+, SSCP)
 - IAWF and CSWF requirements do not always align. Do not rely on Navy cool for the most current baseline requirement certification list. NAVIFOR provides in Excel format it as “5239.2 Appendix 4” via its site: <https://usff.navy.deps.mil/sites/NAVIFOR/manpower/cswf/SitePages/Home.aspx>

IAWF Designation Requirement (DOD 8570.01-M) Guidance for the Document Preparer

Approved Baseline Certifications		
IAT Level I	IAT Level II	IAT Level III
A+ CE CCNA-Security CND Network+ CE SSCP	CCNA Security CySA+ ** GICSP GSEC Security+ CE CND SSCP	CASP+CE CCNP Security CISA CISSP (or Associate) GCED GCIH
IAM Level I	IAM Level II	IAM Level III
CAP CND Cloud+ GSLC Security+ CE	CAP CASP+CE CISM CISSP (or Associate) GSLC CCISO	CISM CISSP (or Associate) GSLC CCISO
IASAE I	IASAE II	IASAE III
CASP+CE CISSP (or Associate) CSSLP	CASP+CE CISSP (or Associate) CSSLP	CISSP-ISSAP CISSP-ISSEP
CSSP Analyst	CSSP Infrastructure Support	CSSP Incident Responder
CEH CFR CCNA Cyber Ops CCNA Security CySA+ ** GCIA GCIH GICSP Cloud+ SCYBER PenTest+	CEH CySA+ ** GICSP SSCP CHFI CFR Cloud+ CND	CEH CFR CCNA Cyber Ops CCNA Security CHFI CySA+ ** GCFA GCIH SCYBER PenTest+
CSSP Auditor	CSSP Manager	
CEH CySA+ ** CISA GSNA CFR PenTest+	CISM CISSP-ISSMP CCISO	

- Baseline certification requirements for the IAWF can be found at: <https://public.cyber.mil/cwmp/dod-approved-8570-baseline-certifications/>
- Higher level IAT/IAM/IASAE certifications satisfy lower level requirements. Certifications listed in Level II or III cells can be used to qualify for Level I. However, Level I certifications cannot be used for Level II or III
- OS/CE Requirements will be determined by systems they need privileged access to. They are required to have an actual certification (not a training certificate) for these systems. You can determine the correct certification based on your needs. The CSWF PM, ISSOs, and ISSM can assist with this as well.
- Information Assurance (IA) Management (IAM)
 - Typically personnel in oversight/compliance roles that may:
 - Supervise or manage protective or corrective measures when a cybersecurity incident or vulnerability is discovered.
 - Ensure that system security configuration guidelines are followed.
 - Ensure that IA security requirements are appropriately identified in computer environment operation procedures.
 - Ensure that IA inspections, tests, and reviews are coordinated.
 - Participate in an IS risk assessment during the Assessment and Authorization (A&A) / Risk Management Framework (RMF) process
 - May also carry out IAT duties, as long as they also meet IAT requirements.
 - May include information system security officers (ISSOs)
- IA Technicians (IAT)
 - Typically system/network/application administrators doing technical work that may include:
 - Implement applicable patches to remediate vulnerabilities
 - Install, test, maintain, and upgrade CE operating systems software and hardware to comply with cybersecurity requirements
 - Implement and maintain perimeter defense systems including, but not limited to, intrusion detection systems, firewalls, grid sensors.
 - Schedule and perform regular and special backups on all enclave systems.
 - Examine vulnerabilities and determine actions to mitigate them.
- IA System Architects and Engineers (IASAE)
 - Typically developers and programmers, work may include:
 - Design, develop, and implement security measures that provide confidentiality, integrity, availability, authentication, and on-repudiation for the enclave environment.
 - Develop interface specifications for use within the enclave environment.
 - Develop cybersecurity architectures and designs for DoD IS to include automated IS applications, enclaves (which include networks), and special purpose environments with platform IT interconnectivity, e.g., weapons systems, sensors, medical technologies, or distribution systems.
 - Provide engineering support to security/certification test and evaluation activities.

Additional Guidance for completing Section 12.3 DON Cyberspace IT (Information Technology) / Cybersecurity & Information Assurance Functions and Personnel Requirements

IT levels should be provided for each position.

IT levels are defined in SECNAV M-5510.30 (see chapter 5).

- IT-I – Privileged Access
 - IT-I users require a Tier 5 (T5) background investigation (Top Secret eligibility)
 - This would typically be used for high-level administrators on centrally managed or cloud-based networks/information : connect to the internet or other DoD large networks (e.g., SIPRNet, SDREN)
 - Information Systems Security Managers (ISSM), ISSOs, or other positions with responsibility for development and ad of cybersecurity programs, to include direction and control of risk analysis and/or threat assessment.

- Positions that have major responsibility for the direction, planning, design, testing, maintenance, operation, monitoring management of systems hardware and software.
 - General rule: IAM-II/III and IAT-III personnel will be here.
 - IT-II – Limited Privilege OR sensitive information access
 - IT-II users require a Tier 3 (T3) background investigation (Secret eligibility)
 - Limited privilege could include privileged access to a stand-alone network or system, or local administrative privileges workstation
 - (Privilege can also be considered limited if they are under the immediate supervision of an IT-I
 - Sensitive information includes sensitive but unclassified (SBU) and controlled unclassified information (CUI). Example Personally Identifiably Information (PII), For Official Use Only (FOUO), Naval Nuclear Propulsion Information (NNP)
- IT-III – No Privilege AND no sensitive information access
 - This category should only be used if personnel will ONLY have access to publically releasable information

CLAUSES INCORPORATED BY FULL TEXT

C-202-H001 ADDITIONAL DEFINITIONS--BASIC (NAVSEA) (OCT 2018)

(a) Department - means the Department of the Navy.

(b) Commander, Naval Sea Systems Command - means the Commander of the Naval Sea Systems Command of the Department of the Navy or his duly appointed successor.

(c) References to The Federal Acquisition Regulation (FAR) - All references to the FAR in this contract shall be deemed to also reference the appropriate sections of the Defense FAR Supplement (DFARS), unless clearly indicated otherwise.

(d) National Stock Numbers - Whenever the term Federal Item Identification Number and its acronym FIIN or the term Federal Stock Number and its acronym FSN appear in the contract, order or their cited specifications and standards, the terms and acronyms shall be interpreted as National Item Identification Number (NIIN) and National Stock Number (NSN) respectively which shall be defined as follows:

(1) National Item Identification Number (NIIN). The number assigned to each approved Item Identification under the Federal Cataloging Program. It consists of nine numeric characters, the first two of which are the National Codification Bureau (NCB) Code. The remaining positions consist of a seven digit non-significant number.

(2) National Stock Number (NSN). The National Stock Number (NSN) for an item of supply consists of the applicable four-position Federal Supply Class (FSC) plus the applicable nine-position NIIN assigned to the item of supply.

C-204-H001 USE OF NAVY SUPPORT CONTRACTORS FOR OFFICIAL CONTRACT FILES (NAVSEA) (OCT 2018)

(a) NAVSEA may use a file room management support contractor, hereinafter referred to as "the support contractor", to manage its file room, in which all official contract files, including the official file supporting this procurement, are retained. These official files may contain information that is considered a trade secret, proprietary, business sensitive or otherwise protected pursuant to law or regulation, hereinafter referred to as "protected information". File room management services consist of any of the following: secretarial or clerical support; data entry; document reproduction, scanning, imaging, or destruction; operation, management, or maintenance of paper-based or electronic mail rooms, file rooms, or libraries; and supervision in connection with functions listed herein.

(b) The cognizant Contracting Officer will ensure that any NAVSEA contract under which these file room management services are acquired will contain a requirement that:

(1) The support contractor not disclose any information;

(2) Individual employees are to be instructed by the support contractor regarding the sensitivity of the official contract files;

(3) The support contractor performing these services be barred from providing any other supplies and/or services, or competing to

do so, to NAVSEA for the period of performance of its contract and for an additional three years thereafter unless otherwise provided by law or regulation; and,

(4) In addition to any other rights the contractor may have, it is a third party beneficiary who has the right of direct action against the support contractor, or any person to whom the support contractor has released or disclosed protected information, for the unauthorized duplication, release, or disclosure of such protected information.

(c) Execution of this contract by the contractor is considered consent to NAVSEA's permitting access to any information, irrespective of restrictive markings or the nature of the information submitted, by its file room management support contractor for the limited purpose of executing its file room support contract responsibilities.

(d) NAVSEA may, without further notice, enter into contracts with other contractors for these services. Contractors should enter into separate non-disclosure agreements with the file room contractor. Contact the Procuring Contracting Officer for contractor specifics. However, any such agreement will not be considered a prerequisite before information submitted is stored in the file room or otherwise encumber the government.

C-211-H016 SPECIFICATIONS AND STANDARDS (NAVSEA) (OCT 2018)

(a) Definitions.

(i) A "zero-tier reference" is a specification, standard, or drawing that is cited in the contract (including its attachments).

(ii) A "first-tier reference" is either: (1) a specification, standard, or drawing cited in a zero-tier reference, or (2) a specification cited in a first-tier drawing.

(b) Requirements. All zero-tier and first-tier references, as defined above, are mandatory for use. All lower tier references shall be used for guidance only unless specifically identified below.

C-211-H017 UPDATING SPECIFICATIONS AND STANDARDS (NAVSEA) (DEC 2018)

The contractor may request that this contract be updated to include the current version of the applicable specification or standard if the update does not affect the form, fit or function of any deliverable item or increase the cost/price of the item to the Government. The contractor should submit update requests to the Procuring Contracting Officer with copies to the Administrative Contracting Officer and cognizant program office representative for approval. The contractor shall perform the contract in accordance with the existing specifications and standards until notified of approval/disapproval of its request to update by the Procuring Contracting Officer. Any approved alternate specifications or standards will be incorporated into the contract.

C-211-H018 APPROVAL BY THE GOVERNMENT (NAVSEA) (JAN 2019)

Approval by the Government as required under this contract and applicable specifications shall not relieve the Contractor of its obligation to comply with the specifications and with all other requirements of the contract, nor shall it impose upon the Government any liability it would not have had in the absence of such approval.

C-215-H002 CONTRACTOR PROPOSAL (NAVSEA) (OCT 2018)

(a) Performance of this contract by the Contractor shall be conducted and performed in accordance with detailed obligations to which the Contractor committed itself in Proposal dated **12 October 2022** in response to NAVSEA Solicitation No. N6449822R3205.

(b) The technical volume(s) of the Contractor's proposal is(are) hereby incorporated by reference and made subject to the "Order of Precedence" (FAR 52.215-8) clause of this contract. Under the "Order of Precedence" clause, the technical volume(s) of the Contractor's proposal referenced herein is (are) hereby designated as item (f) of the clause, following "the specifications" in the order of precedence.

C-223-W002 ON-SITE SAFETY REQUIREMENTS (NAVSEA) (OCT 2018)

(a) The contractor shall ensure that each contractor employee reads any necessary safety documents within 30 days of commencing performance at any Government facility. Required safety documents can be obtained from the respective safety office. Contractors shall notify the Safety office points of contact below to report completion of the required training via email. The email shall include the contractor employee's name, work site, and contract number.

(b) It is expected that contractor employees will have received training from their employer on hazards associated with the areas in which they will be working and know what to do in order to protect themselves. Contractors are required to adhere to the requirements of 29 CFR 1910, 29 CFR 1926 and applicable state and local requirements while in Government spaces. The contractor shall ensure that all on-site contractor work at the Government facility is in accordance with any local safety instructions as provided via the COR. The contractor shall report all work-related injuries/illnesses that occurred while working at the Government site to the COR.

(c) Contractors whose employees perform work within Government spaces in excess of 1000 hours per calendar quarter during a calendar year shall submit the data elements on OSHA Form 300A, Summary of Work Related Injuries and Illnesses, for those employees to the safety office, via the COR by 15 January for the previous calendar year, even if no work related injuries or illnesses occurred. If a contractor's injury/illness rates are above the Bureau of Labor Statistics industry standards, a safety assessment may be performed by the Safety Office to determine if any administrative or engineering controls can be utilized to prevent further injuries/illnesses, or if any additional Personal Protective Equipment or training will be required.

(d) Any contractor employee exhibiting unsafe behavior may be removed from the Government site. Such removal shall not relieve the contractor from meeting its contractual obligations and shall not be considered an excusable delay as defined in FAR 52.249-14.

(e) The Safety Office points of contacts are as follows:

(b)(6), Code 1024, (b)(6)

C-227-H006 DATA REQUIREMENTS (NAVSEA) (OCT 2018)

The data to be furnished hereunder shall be prepared in accordance with the Contract Data Requirements List, DD Form 1423, Exhibit(s) CDRL A001 through A020, attached hereto.

C-227-H007 SOFTWARE DEVELOPMENT REQUIREMENTS (NAVSEA) (OCT 2018)

(a) The contractor shall define a general Software Development Plan (SDP) appropriate for the computer software effort to be performed under this contract. The SDP shall be delivered to the Government for concurrence under CDRL A019 and shall not vary significantly from that proposed to the Government for evaluation for award. The contractor shall follow the Government concurred with SDP for all computer software to be developed or maintained under this effort. Any changes, modifications, additions or substitutions to the SDP also require prior Government concurrence.

(b) The SDP shall, at a minimum:

(1) Define the contractor's proposed life cycle model and the processes used as a part of that model. In this context, the term "life cycle model" is as defined in IEEE Std. 12207:2017;

(2) Contain the information defined by ISO/IEC/IEEE 15289:2017, section 7.3 "Plan - generic content" and Table 2 "Mapping of ISO/IEC 12207:2008 (IEEE Std. 12207:2008) Clauses to Information Items for Each Software Life Cycle Process." In all cases, the level of detail shall be sufficient to define all software development processes, activities, and tasks to be conducted for this contract;

(3) Identify the specific standards, methods, tools, actions, strategies, and responsibilities associated with development and qualification;

(4) Document all processes applicable to the system to be acquired, including the Primary, Supporting, and Organizational life cycle processes as defined by IEEE Std. 12207:2017 as appropriate. Such processes shall be equivalent to those articulated by CMMI<;

(5) Adhere to the characteristics defined in ISO/IEC/IEEE 15289:2017 section 6.1 "Life-cycle data characteristics," as appropriate;

(6) Be in accordance with the framework defined in IEEE Std. 12207:2017, including, but not limited to, defining the processes, the activities to be performed as a part of the processes, the tasks which support the activities, and the techniques and tools to be used to perform the tasks

(7) Contain a level of information sufficient to allow the use of the SDP as the full guidance for the developers. In accordance with ISO/IEC/IEEE 15289:2017 Section 7.3, such information shall at a minimum contain, specific standards, methods, tools, actions, reuse strategy, and responsibility associated with the development and qualification of all requirements, including safety and security.

C-227-H014 PROTECTION OF DEPARTMENT OF NAVY TRADEMARKS - BASIC (NAVSEA) (JUL 2021)

(a) The contractor shall not assert any claim, in any jurisdiction, based on trademark or other name or design-based causes of action that are based on rights the contractor believes it has in the term(s)[contracting officers shall list terms(s) (Government assigned or approved nomenclature)] (the "Designation(s)"), against the Government or others authorized by the Government to use the Designation(s) (TBD) acting within the scope of such authorization (i.e. claims for trademark infringement, dilution, trade dress infringement, unfair competition, false advertising, palming off, passing off, or counterfeiting). Such authorization shall be implied by the award of a Government contract to any party for the manufacture, production, distribution, use, modification, maintenance, sustainment, or packaging of the products and services identified under this contract, and the scope of such implied authorization is defined as the use of the Designation(s) in performance under such contract by the prime contractor and its subcontractors and suppliers at any tier. In all other cases, the scope of the authorization will be defined by the Government in writing.(b) The contractor shall notify the contracting officer at least 30 days before asserting rights in, or filing an application to register, any one of the Designation(s) in any jurisdiction within the United States. Any such notification shall be in writing and shall identify the Designation(s) (including the word(s), name, symbol, or design), provide a statement as to its intended use(s) in commerce, and list the particular classes of goods or services in which registration will be sought

C-237-H002 SUBSTITUTION OF KEY PERSONNEL (NAVSEA) (OCT 2018)

(a) The Contractor agrees that a partial basis for award of this contract is the list of key personnel proposed. Accordingly, the Contractor agrees to assign to this contract those key persons whose resumes were submitted with the proposal necessary to fulfill the requirements of the contract. No substitution shall be made without prior notification to and concurrence of the Contracting Officer in accordance with this requirement. Substitution shall include, but not be limited to, subdividing hours of any key personnel and assigning or allocating those hours to another individual not approved as key personnel.

(b) All proposed substitutes shall have qualifications equal to or higher than the qualifications of the person to be replaced. The Contracting Officer shall be notified in writing of any proposed substitution at least forty-five (45) days, or ninety (90) days if a security clearance is to be obtained, in advance of the proposed substitution. Such notification shall include: (1) an explanation of the circumstances necessitating the substitution; (2) a complete resume of the proposed substitute; (3) an explanation as to why the proposed substitute is considered to have equal or better qualifications than the person being replaced; (4) payroll record of the proposed replacement; and (5) any other information requested by the Contracting Officer to enable him/her to judge whether or not the Contractor is maintaining the same high quality of personnel that provided the partial basis for award.

(c) Key personnel are identified in an attachment in Section J.

C-237-W001 ELECTRONIC COST REPORTING AND FINANCIAL TRACKING (eCRAFT) SYSTEM REPORTING (NAVSEA) (APR 2019)

(a) The Contractor agrees to upload the Contractor's Funds and Man-hour Expenditure Reports in the Electronic Cost Reporting and Financial Tracking (eCRAFT) System and submit the Contractor's Performance Report on the day and for the same timeframe the contractor submits an invoice into the Wide Area Workflow (WAWF) module on the Procurement Integrated Enterprise Environment (PIEE) system. Compliance with this requirement is a material requirement of this contract. Failure to comply with this requirement may result in contract termination.

(b) The Contract Status Report indicates the progress of work and the status of the program and of all assigned tasks. It informs the Government of existing or potential problem areas.

(c) The Contractor's Fund and Man-hour Expenditure Report reports contractor expenditures for labor, materials, travel, subcontractor usage, and other contract charges.

(1) Access: eCRAFT: Reports are uploaded through the eCRAFT System Periodic Report Utility (EPRU). The EPRU spreadsheet and user manual can be obtained at: <http://www.navsea.navy.mil/Home/Warfare-Centers/NUWC-Newport/Partnerships/Commercial-Contracts/Information-eCraft/> under eCRAFT information. The link for eCRAFT report submission is: https://www.pdrep.csd.disa.mil/pdrep_files/other/ecraft.htm. If you have problems uploading reports, please see the Frequently Asked Questions at the site address above.

(2) Submission and Acceptance/Rejection: Submission and Acceptance/Rejection: The contractor shall submit their reports on the same day and for the same timeframe the contractor submits an invoice in iRAPT. The amounts shall be the same. eCRAFT acceptance/rejection will be indicated by e-mail notification from eCRAFT.

C-239-W001 ELECTRONIC AND INFORMATION TECHNOLOGY (EIT) ACCESSIBILITY STANDARDS/SECTION 508 COMPLIANCE (NAVSEA) (OCT 2018)

(a) Requirements for accessibility based on Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. 794d) are determined to be relevant for product(s)/service(s) procured under this solicitation.

(b) Each Electronic and Information Technology (EIT) item or service provided under this contract shall comply with the EIT Accessibility Standards listed below:

- ☒ 36 C.F.R. § 1194.21 - Software applications and operating systems
- ☒ 36 C.F.R. § 1194.22 - Web-based and internet information and applications
- ☒ 36 C.F.R. § 1194.23 - Telecommunications products
- ☒ 36 C.F.R. § 1194.24 - Video and multimedia products
- ☒ 36 C.F.R. § 1194.25 - Self-contained, closed products
- ☒ 36 C.F.R. § 1194.26 - Desktop and portable computers
- ☒ 36 C.F.R. § 1194.31 - Functional Performance Criteria
- ☒ 36 C.F.R. § 1194.41 - Information, Documentation, and Support

(c) For more information on Voluntary Product Accessibility Template (VPAT) and Government Product/Service Accessibility Template (GPAT) please refer to: <http://www.buyaccessible.gov/> or <http://www.section508.gov/content/sell/vpat>.

(d) The Contractor shall comply with the VPAT or GPAT document submitted. If the Contracting Officer determines that any item or service delivered under this contract does not comply with the EIT Accessibility Standards, the Contracting Officer will notify the Contractor in writing accordingly. If the Contractor fails to promptly correct or replace the nonconforming products or services with conforming products or services within the delivery schedule contained in the contract, the Government will have the rights and remedies contained in the basic contract.

C-242-H002 POST AWARD MEETING (NAVSEA) (OCT 2018)

(a) A post-award meeting with the successful offeror will be conducted within 14 days after award of the task order. The meeting will be held at the address below:

Location/Address: Teleconference

(b) The contractor will be given 3 working days notice prior to the date of the meeting by the Contracting Officer.

(c) The requirement for a post-award meeting shall in no event constitute grounds for excusable delay by the contractor in performance of any provisions in the [contract / task order].

(d) The post-award meeting will include, but is not limited to, the establishment of work level points of contact, determining the administration strategy, roles and responsibilities, and ensure prompt payment and close out. Specific topics shall be mutually agreed to prior to the meeting.

C-242-H003 TECHNICAL INSTRUCTIONS (NAVSEA) (OCT 2018)

(a) Performance of the work hereunder may be subject to written technical instructions signed by the Contracting Officer and the Contracting Officer's Representative specified in Section G of this contract. As used herein, technical instructions are defined to include the following:

(1) Directions to the Contractor which suggest pursuit of certain lines of inquiry, shift work emphasis, fill in details or otherwise serve to accomplish the contractual statement of work.

(2) Guidelines to the Contractor which assist in the interpretation of drawings, specifications or technical portions of work description.

(b) Technical instructions must be within the general scope of work stated in the contract. Technical instructions may not be used to: (1) assign additional work under the contract; (2) direct a change as defined in the "CHANGES" clause of this contract; (3)

increase or decrease the contract price or estimated contract amount (including fee), as applicable, the level of effort, or the time required for contract performance; or (4) change any of the terms, conditions or specifications of the contract.

(c) If, in the opinion of the Contractor, any technical instruction calls for effort outside the scope of the contract or is inconsistent with this requirement, the Contractor shall notify the Contracting Officer in writing within ten (10) working days after the receipt of any such instruction. The Contractor shall not proceed with the work affected by the technical instruction unless and until the Contractor is notified by the Contracting Officer that the technical instruction is within the scope of this contract.

(d) Nothing in the foregoing paragraph shall be construed to excuse the Contractor from performing that portion of the contractual work statement which is not affected by the disputed technical instruction.

C-244-H002 SUBCONTRACTORS/CONSULTANTS (NAVSEA) (OCT 2018)

Notwithstanding FAR 52.244-2(d) and in addition to the information required by FAR 52.244-2(e) of the contract, the contractor shall include the following information in requests to add subcontractors or consultants during performance, regardless of subcontract type or pricing arrangement:

- (1) Impact on subcontracting goals,
- (2) Impact on providing support at the contracted value,
- (3) IF SEAPORT TASK ORDER - The results of negotiations to incorporate fee rate caps no higher than the lower of (i) SeaPort-e fee rate caps for the prime contractor, or in the case where the proposed subcontractor is also a SeaPort-e prime, (ii) fee rate caps that are no higher than the subcontractor's prime SeaPort-e contract.

C-245-H005 INFORMATION AND DATA FURNISHED BY THE GOVERNMENT--ALTERNATE I (NAVSEA) (MAR 2019)

(a) Contract Specifications, Drawings and Data. The Government will furnish, if not included as an attachment to the contract, any unique contract specifications or other design or alteration data cited or referenced in Section C.

(b) Government Furnished Information (GFI). GFI is defined as that information essential for the installation, test, operation, and interface support of all Government Furnished Material identified in an attachment in Section J. The Government shall furnish only the GFI identified in an attachment in Section J. The GFI furnished to the contractor need not be in any particular format. Further, the Government reserves the right to revise the listing of GFI as follows:

- (1) The Contracting Officer may at any time by written order:
 - (i) delete, supersede, or revise, in whole or in part, data identified in an attachment in Section J; or
 - (ii) add items of data or information to the attachment identified in Section J; or
 - (iii) establish or revise due dates for items of data or information in the attachment identified in Section J.

(2) If any action taken by the Contracting Officer pursuant to subparagraph (1) immediately above causes an increase or decrease in the costs of, or the time required for, performance of any part of the work under this contract, the contractor may be entitled to an equitable adjustment in the contract amount and delivery schedule in accordance with the procedures provided for in the "CHANGES" clause of this contract.

(c) Except for the Government information and data specified by paragraphs (a) and (b) above, the Government will not be obligated to furnish the Contractor any specification, standard, drawing, technical documentation, or other publication, notwithstanding anything to the contrary in the contract specifications, the GFI identified in an attachment in Section J, the clause of this contract entitled "Government Property" (FAR 52.245-1) or "Government Property Installation Operation Services" (FAR 52.245-2), as applicable, or any other term or condition of this contract. Such referenced documentation may be obtained:

- (1) From the ASSIST database via the internet at <http://assist.daps.dla.mil/>; or
- (2) By submitting a request to the

Department of Defense Single Stock Point (DoDSSP)

Building 4, Section D

700 Robbins Avenue

Philadelphia, Pennsylvania 19111-5094

Telephone (215) 697-6396

Facsimile (215) 697-9398

Commercial specifications and standards, which may be referenced in the contract specification or any sub-tier specification or standard, are not available from Government sources and should be obtained from the publishers.